



LETTER OF ACCEPTANCE TEMPLATE
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

REPLY TO
ATTENTION OF

STAG

MEMORANDUM FOR National Guard Bureau, Staff Management Office, ATTN: NGB-ARZ-T, 1411 Jefferson Davis Highway (Suite P1200), Arlington, VA 22202-3231

SUBJECT: Letter of Acceptance for MAJ XXXXXX XXXXXXXXX

1. MAJ XXXXXX XXXXXXXXX (AC), 123-45-6789, has submitted a packet to be considered for a Title 10 AGR Tour at National Guard Bureau.
2. If accepted for a Title 10 Tour, the [State] Army National Guard will accept MAJ XXXXXXXXX as a member. This soldier will be assigned to an extra TDA position. Furthermore, this letter of acceptance does not guarantee enlistment or appointment into the [State] Army National Guard should the officer not be accessed into the Title 10 program.
3. My point of contact is LTC Point of Contact, DSN: XXX-XXXX or (888) 555-1212, email: point.contact@st.ngb.army.mil.

FOR THE ADJUTANT GENERAL:

Tamera Bevington
Colonel, GS, STARNG
Chief of Staff

NOTE: Letter of acceptance must be signed by Chief Of Staff, Assistant TAG, or TAG.